

**State of California
DUTY STATEMENT**

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

5408 Control No.#		C&P Analyst Approval		Date
Employee Name		Division Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487- 548 – 2256 - 001		Unit Nutrition Services		
Class Title Food Service Supervisor II		Location Presentation		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Supervises, directs, instructs & assists FSS I's in performing their duties & responsibilities directing FST I/II's in the areas of tray line, dishwashing, cart transit, docking Aladdin carts & serving kitchens. Reviews FSS I's managing staffing to ensure maximum efficiency for tray line, dish washing & serving kitchens. Communicates effectively will all Presentation staff, supervisors, Production staff, office staff and management. Reviews the FSS I's assignment of FST I/II work schedules, cleaning assignments & ensures tray line is set up correctly before start. Checks equipment & writes work orders. Provides training to staff as new employee or continued training to staff as assigned or warranted due to performance issues. Covers FSS I shifts when on vacation or any other time off.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
30 %	<u>ESSENTIAL FUNCTIONS:</u> Supervises, manages, and directs the responsibilities of Food Service Supervisor I's to ensure completion of staff duties working in presentation serving kitchens. Ensures on a daily basis that all POCs are being maintained, HACCP standards are met, Nutrition Services policies & Metro ADs are followed. Aladdin carts are docked correctly and functioning properly. Dining rooms are set up correctly, B/L/D start on time, all condiments are available, along with HS snack, meal substitutes and beverages. Assess staffing needs in serving kitchens to ensure maximum service efficiency per daily presentation attendance.
40 %	Supervises, manages, and directs the responsibilities of Food Service Supervisor I's to ensure completion of staff duties working in presentation tray line, pre-dish and dish washing areas. Ensures on a daily basis that all POCs are being maintained, HACCP standards are met, Nutrition Services policies and Metro Ads are followed. Aladdin carts are filled with trays, stored in dispatch room, damage free and marked correctly with presentation serving kitchen destination. Correct food carts & storage of food on accordion racks are pulled from the food bank correctly for each meal. 15 minutes before each tray line start will be a review of the menu & confirmation that all menu items are available, along with all posted menu changes food items are available as well. Check textures of all food items on tray line before start of

tray line service. Assess staffing needs of tray line, pre-dish & tray line to ensure maximum service efficiency per daily presentation attendance. Run single tray line when necessary, especially breakfast, when short staffed.

MARGINAL FUNCTIONS

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| 10 % | Manages and oversees the departmental training of new employees. Conducts annual facility and departmental training of staff and ensures staff attends all annual HAU training. Attends Thursday Production meeting & quarterly Menu meeting. Covers FSS I position when FSS I is on vacation, and/or any other leave of absence. |
| 10 % | Completes Probationary and IDPs per scheduled dates for assigned staff. Completes progressive discipline process as needed concerning staff. Sets up annual & maintains vacation calendar. Approves vacation time off for Presentation staff. Maintains all standards required by Title 22, CMS and JCAHO. Timekeeper for assigned staff, reviews 634s for accurate accounting of overtime, time off, call-ins, vacation etc. and then signs as authoring supervisor. With this information, fills out 681 time keeping form |
| 10 % | All other duties and special projects as assigned consistent with this classification. |

Other
Information

SUPERVISION RECEIVED

Under the direction of the Assistant Director of Nutrition Services/Presentation

SUPERVISION EXERCISED

5- Food Service Supervisor I

Back for or as acting FSS I for up to and exceeding 15 Food Service Technician I's and Food Service Technician II's (Full & Part-time)

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices and trends of public and business food service administration, management and supportive staff services such as budgeting, personnel and management analysis; and government functions and organization; methods and techniques of effective leadership.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex food service managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with Director and Assistant Director of Nutrition Services or other interested parties on a wide variety of subject-matter areas during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the specialized analytical and physical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to & exceeding 25 pounds, lifting and carrying up to & exceeding 25 pounds, and repetitive fine motor and hand motion. Being exposed to loud noises, changes in temperature up to and exceeding 80 degrees and below 32 degrees, slippery surfaces, uneven surfaces and unpredictable client behaviors.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Enforce all EEO and Workplace Violence Policies.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Serve Safe Certified
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TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
 - Maintain a professional appearance;
 - Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
 - Comply with hospital policies and procedures.
 - The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
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All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality always.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Revised 8/2018